

**NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED  
VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 18-425T    OPENING DATE: 23-Aug-18    CLOSING DATE: 27-Sep-18**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Safety Specialist, T5513000, GS-0018-09, MPCN:AZ01222003**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**

**\$52,229.00-\$67,899.00 PA**

**SUPERVISORY ☐ MANAGERIAL ☐**

**NON-SUPERVISORY/NON-MANAGERIAL ☒**

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**LOCATION OF POSITION:**

**AZ SAAO, PHOENIX, AZ**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:** This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

**Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.**

**VETERAN'S PREFERENCE:**

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

**REQUIRED DOCUMENTATION:**

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EDUCATION:**

Major study -- safety or occupational health fields (safety, occupational health, industrial hygiene), or degree in other related fields that included or was supplemented by at least 24 semester hours of study from among the following (or closely related) disciplines: safety, occupational health, industrial hygiene, occupational medicine, toxicology, public health, mathematics, physics, chemistry, biological sciences, engineering, and industrial psychology.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

**CONDITIONS OF EMPLOYMENT:**

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**REASONABLE ACCOMMODATION POLICY:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

<b>Relocation Incentive may be offered:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>
<b>PCS may be offered:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>

**Notes:**

- Position is subject to rotating shifts
- No known promotion potential

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

**1. Knowledge and ability to prepare and conduct formal safety training for supervisors and employees in such subjects as accident investigation, hearing conservation, OSHA compliance management site conservation, respirator protection, lifting techniques, and adverse weather protection.**

**2. Knowledge and skill necessary to evaluate and analyze safety standards and data such as accident frequency, causal factors, survey reports, tactical operations, and to determine effective countermeasure procedures.**

**3. Ability to review construction plans relating to fixed installations to ensure OSHA and other safety code requirements are incorporated in engineering designs.**

**4. Knowledge of safety procedures, principles and methods necessary to independently perform a full range of duties in both industrial and tactical military operations. i.e unsafe conditions in vehicle maintenance shops, warehouses, munitions/hazardous materials handling and storage areas, and offices.**

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**SPECIALIZED EXPERIENCE:** Must have 24 months experience, education or training related to safety and occupational health that provided the specific knowledge, skills, and abilities to perform successfully the duties of the position.

**BRIEF JOB DESCRIPTION:** This position is located in the Army National Guard, JFHQ, Aviation and Safety Office, Ground Safety Section. The purpose of this position is to provide assistance in implementing and administering the troop and operational safety support programs. Provides safety related expertise to unit commanders and supervisors in the establishment of techniques and procedures for the elimination or control of unsafe acts (conditions), environments or hazards. Conducts safety assistance visits to units during annual training, convoy, range and other related tactical operations to ensure compliance with all safety regulations and guidelines and to minimize accident risk. Provides technical assistance in accident investigations. Conducts on-site investigations in cases of multiple injury accidents to determine causes and procedures for eliminating causal factors. Collects, reviews, analyzes, and investigates accident reports submitted to the State Safety and Occupational Health Office, Ground Safety Section. Coordinates and assists the collateral duty unit safety officer/NCO in the preparation of, and timely submission of DA Forms 285 to the U.S. Army Safety Center and ARNG Safety Office. Conducts periodic and unscheduled surveys and inspections of ARNG facilities to determine compliance with Occupational Safety Health Act (OSHA) and other regulatory requirements. Prepares reports based on survey findings and analyzes mishap trends. Assists the senior Safety Specialist in the assignment of risk assessment codes, and abatement plans. Observes work methods and recommends corrective measures to eliminate unsafe work practices. Prepares training materials and conducts safety training classes, demonstrations, seminars, pre-annual training briefings and other briefings as required. Prepares graphs, charts and information for use in determining accident trends. Analyzes factors such as the number of accidents and causes. Calculates ratios as to the cause and results. Develops countermeasure procedures, by recommending changes and remedies that will reduce accident rate and reverse trends. Assists the senior safety specialist in the promotion of the safety programs. Advises personnel on the need for safety and health protective equipment based on work environments and established regulatory requirements. Conducts construction site inspections of facilities and contractor personnel to determine compliance with applicable safety code requirements (OSHA, National Fire Codes, etc.). Conducts surveys of indoor/outdoor ranges within the state. Advises the senior safety specialist of their status and the necessary requirements to apply for waivers for non-standard ranges. Assists in the preparation of regulatory, quarterly and annual safety reports and other documents required by NGB, U.S. Department of Labor (DOL), and United States Army Safety Center (USASC). Maintains log of recordable and reportable accidents/incidents within the state. May attend and participate in unit safety council meetings to determine potential problem areas and provide guidance in proper safety procedures. Provides guidance to unit commanders in the storage, handling and transportation of munitions, explosives and hazardous materials. Studies the safety impact of transporting these items and makes recommendations to ensure regulatory compliance. Recommends the procurement and distribution of safety promotional materials. Performs other duties as assigned.

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**SELECTING OFFICIAL:** LTC Craig J. Dupuy